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## DEPARTMENT OF HEALTH &amp; HUMAN SERVICES

Public Health Service

Alcohol, Drug Abuse and  
Mental Health Administration  
Rockville MD 20857

OCT 14 1988

DATE:

FROM:

J. Michael Walsh, Ph.D., Director  
Office of Workplace Initiatives  
National Institute on Drug Abuse  
U.S. Department of Health and Human Services

*Allan D. Heuer*  
Mr. Allan Heuer  
Assistant Director for  
Employee and Labor Relations  
U. S. Office of Personnel Management

DD/A Registry

88-2220X

SUBJECT: Federal Employee Assistance Program Guidelines

TO: Drug-Free Workplace Primary Liaisons: Tiers I, II  
and III  
Members, IAG Committee on Employee Health and Assistance  
Employee Assistance Program Administrators

We are pleased to provide you with a copy of the draft Guidelines for the Development and Assessment of a Comprehensive Federal Employee Assistance Program. These guidelines were developed by the National Institute on Drug Abuse (NIDA) with assistance from the Office of Personnel Management (OPM) and an Expert Advisory Committee to NIDA whose members were selected for their expertise in the employee assistance, drug abuse and associated fields.

NIDA and OPM feel that effective Employee Assistance Programs (EAPs) can contribute significantly to the establishment of a drug-free Federal workplace and serve to help employees overcome numerous types of problems that affect job performance and productivity. The attached guidelines were developed to help agencies establish, modify or improve EAPs and ensure that these programs are addressing needs in the Federal workplace.

The guidelines provide a general framework for designing, implementing, operating and evaluating the effectiveness of an EAP. In addition, a monitoring instrument is included in the guidelines which can be used as a checklist for ensuring that all necessary components have been incorporated into the EAP and that it is responsive to workforce needs. The guidelines are meant to be used in conjunction with program guidance contained in OPM regulations and Federal Personnel Manual (FPM) Chapter 792 (Federal Employees' Health and Counseling Programs); especially FPM Letter 792-16 "Establishing a Drug-Free Federal Workplace," which contains a "model" EAP.

One important aspect of the guidelines is the emphasis they place on establishing strong linkages between the EAP and other related programs within the organization. The strength and utilization of the EAP is determined, in large measure, by the degree to which important organizational perspectives are addressed during the design, implementation and assessment of the program.

Executive Order 12564, Drug-Free Federal Workplace, identifies EAPs as an essential element of an agency's plan to achieve a drug-free workforce, and states that agencies shall refer all employees found to use illegal drugs to Employee Assistance Programs for counseling, treatment or rehabilitation as appropriate. NIDA and OPM feel it is important to issue the draft guidelines at this time to enhance the readiness of the government to respond to Executive Order 12564.

We intend to revise the guidelines based on agency experience in applying them to specific circumstances. To assist us in revising the guidelines to better address the needs and requirements of Federal programs, please provide comments to either:

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Policy and Employee Assistance Branch  
Office of Workplace Initiatives  
National Institute on Drug Abuse  
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5600 Fishers Lane  
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OR

Tim Dirks, Chief  
Employee Relations Division  
Office of Employee and Labor Relations  
U. S. Office of Personnel Management  
1900 "E" Street, N.W., Room 7625  
Washington, D. C. 20415  
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We strongly encourage you to review the guidelines and utilize them in support of your agency's efforts to improve the effectiveness and services to employees seeking assistance through Employee Assistance Programs.

Enclosure

**DRAFT**

National Institute on Drug Abuse

**Guidelines for the  
Development and  
Assessment of a  
Comprehensive Federal  
Employee Assistance  
Program**

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Alcohol, Drug Abuse, and Mental Health Administration